



Nursing Care Quality Assurance Commission  
Licensing and Disciplinary Sub Committee  
January 29, 2007  
Telephone Conference Call

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**MEETING MINUTES**

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**Members:** Jackie Rowe (Chair), Bill Hagens, Louise Kaplan, Rick Cooley, Susan Wong

**Absent:** No members absent.

**Staff:** Taylor Stair, Donna Rogers

**Call to order**

The Chairperson called the meeting to order at 7:03 p.m.

**Roll call**

Members present: Jackie Rowe, Louise Kaplan, Rick Cooley, Susan Wong, Bill Hagens  
Staff present: Taylor Stair, Donna Rogers

**Approval of minutes from last meeting**

The October 24, 2006 minutes were reviewed and approved.

**I. Old business**

- Review Mandatory Reporting language and discuss alternative options:

**ACTION:** Taylor will email Louise with approved language by Friday February 2<sup>nd</sup>.

**ACTION:** Louise will distribute to students and ask for feedback by Friday February 9<sup>th</sup>. She will then compile feedback and send to subcommittee member by Friday February 16<sup>th</sup>.

- Update on Budget for DVD/CD ROM:

Taylor reported that the cost of production for one CD/DVD would be \$0.55 and the cost for mailing would be \$0.65.

**ACTION:** Jackie will get in contact with Terry West by Friday February 9<sup>th</sup> to discuss logistics surrounding the creation and content of the CD/DVD.

Taylor then reported that Terry West was looking into whether or not there would be enough server space to create and post a video stream on the Nursing Care Quality Assurance Commission web page.

- Updates on items 2 and 3 of work plan:

A discussion about the work plan revealed that an updated work plan needed to be created and sent to the subcommittee members.

**ACTION:** Jackie will work with Taylor to update the work plan and send to subcommittee members by Friday February 16<sup>th</sup>.

## **II. New business**

- The 2007 subcommittee meeting dates and times were approved as follows:

**Dates:** January 29<sup>th</sup>, February 26<sup>th</sup>, March 26<sup>th</sup>, April 30<sup>th</sup>, May 28<sup>th</sup>, June 25<sup>th</sup>, July 30<sup>th</sup>, August 27<sup>th</sup>, September 24<sup>th</sup>, October 29<sup>th</sup>, November 26<sup>th</sup>

**Time:** 7:00pm-9:00pm

## **III. Agenda/next meeting**

- Next meeting is set for February 26, 2007 from 7 – 9 pm. This will be conducted by telephone conference.
- Review updated work plan.
- Use feedback gathered from nursing students to implement next step for Renewal Notices.

## **IV. Adjournment**

Meeting was adjourned at 7:33 p.m.